

## CITY OF CHULA VISTA

### OPEN SPACE INSPECTOR

#### DEFINITION

To inspect ground maintenance and landscape work performed by contractors in the City's open space districts; to monitor associated contracts to ensure adherence to approved budgets and expenditures; oversee related budgets; and to perform related work as assigned.

#### DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Open Space Inspector series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. May exercise technical guidance over less experienced staff.

#### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform general inspections of open space landscapes and open space irrigation systems; monitor and survey grounds; and oversee landscape maintenance contracts.

Create, track, and monitor work orders and service requests to ensure contractor compliance and customer satisfaction; obtain estimates for unsatisfactory work, withhold and/or deduct funds for non-compliance and back up with detailed information to ensure contract enforcement.

Review, implement, and modify irrigation and fertilization schedules and program in field controllers using the central computer controlled irrigation systems; evaluate water bills to compare and analyze water consumption rates.

Plan, schedule, assign, supervise, and review the work of contractors, including San Diego County Probation Department labor crews. Review work in progress and work completed.

Inspect turf management practices including aerification and renovations; inspect hillsides and brow channels; mark trees for trimming and maintenance; attend and participate in homeowner's meetings.

Participate in walk-through inspections, both for new open space districts and existing contracts; formulate "punch lists" of work to be accomplished or completed.

Develop planting renovation and irrigation projects for each open space district; perform walk-through inspections of new open space districts.

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Oversee assigned budgets regarding anticipated supplies, materials, equipment, water and related fixed costs, re-vegetation projects, landscape plant material, irrigation parts, backflow certifications, trash removal, fire clearance, emergency repair, and contract costs among others.

Take photographs and measurements of encroachments and affected areas.

Respond to customer complaints; respond to emergency situations in off-hours as required.

Operate City vehicles skillfully and safely; secure worksites from traffic hazards as necessary.

Keep work related records and prepare reports using a computer.

Assist in the instruction and training of less experienced staff.

Act as Senior Open Space Inspector in his/her absence as directed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Practices and techniques of planning and inspecting landscape maintenance contracts.

Horticulture and turf management, water management, and irrigation systems.

Native and indigenous botanical species.

Mathematical skills to calculate fertilizer application rates.

Pertinent rules, laws, and policies related to area of assignment.

Computer equipment and software applications related to assignment.

Safe work methods and safety regulations pertaining to the work.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform field inspections.

Read and interpret landscape and irrigation plans.

Monitor contractors compliance with maintenance contract specifications and prepare cost estimates.

Calculate fertilizer application rates; formulate irrigation programs, evapotranspiration rates, and precipitation rates; and analyze and resolve emergency irrigation failures.

Respond to complaints; work overtime and off-hours shifts as needed.

Read, interpret, and follow pertinent rules, laws, and policies relative to area of assignment.

Keep work related records and prepare reports using a computer.

Use initiative and sound independent judgment within established guidelines.

Perform work in accordance with safety regulations, guidelines, and practices.

Drive City vehicles observing legal and defensive driving practices.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

### Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Two years of responsible experience in the inspection and supervision of landscape maintenance activities, preferably in a municipality. Experience on irrigation programming based upon evapotranspiration and precipitation rates is highly desirable.

#### Training:

Equivalent to the completion of the twelfth grade supplemented by college level coursework in ornamental horticulture, landscape technology or closely related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis sit, walk, stand, bend, kneel, crouch or stoop, for varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder, and balance on uneven terrain when in the field; verbal ability to communicate in person, use a two-way radio, and use a telephone; lift or carry weight of 50 pounds or less. See in the normal vision range with or without correction to read and interpret complex data and contract specifications and maps; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; when indoors is in an office environment in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; exposure to traffic, noise, physical barriers, and around heavy equipment or around potentially hazardous substances; work in confined spaces or trenches on slippery or uneven surfaces.

7/04